

PROGRAM SPECIALIST (SPORTS FACILITY)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision, oversees the operation of a sports or recreation facility or combination of facilities such as an ice rink, swimming pool, beach, stadium, tennis courts, etc. The incumbent is responsible for facility operations, safety, and revenues. Considerable independent judgment is exercised in scheduling and carrying out day-to-day activities. Supervision is exercised over the work of subordinate employees including full-time, seasonal, and hourly workers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees all aspects of facility operation;

Develops and monitors a facility's annual budget, projecting anticipated revenues;

Supervises the planning and organization of the daily activities;

Organizes and supervises the maintenance of a variety of financial and clerical records regarding advertising, renting, scheduling of a facility and its programs;

Conceives and implements policies and procedures as related to the management of a facility;

Schedules employee work assignments;

Oversees facility safety programs and reviews and revises safety policies and procedures as required.

Oversees facility security;

Prepares and submits facility payroll for processing;

May oversee the sale of advertising space in a facility;

Oversees the scheduling of users renting a facility;

Supervises or coordinates ongoing facility maintenance;

Oversees the inventory and purchasing of office supplies, paper products, and food products;

Maintains necessary records and prepares reports as required;

Monitors the delivery of services, conduct of events, contract performance, scheduling, and, as authorized, implements improvements;

Participates in the promotion of facility events;

Recruits and participates in the selection of personnel.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of sports facility operations, finances and administration; ability to plan, organize, evaluate and supervise facility programs and events; ability to supervise the work of others; ability to express ideas clearly and concisely both orally and in writing; ability to establish and maintain effective working relationships with others; initiative; sound judgment; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) A Bachelor's Degree* and 2 years work experience in a position having an emphasis on facility operations and management, of which one year must have been in a supervisory capacity; or b) Graduation from High School and 6 years experience as stated in (a) above, of which one year must have been in a supervisory capacity; or (c) a satisfactory equivalent combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Possession of a valid N.Y.S. Driver's License at the time of appointment is required.